

MOUNTAIN VIEW SCHOOL DISTRICT

SMALL BUS/VAN DRIVER

DEFINITION

Under general supervision, operates a small size school bus or van over designated routes within an established time schedule; transports students to and from school and on special event trips; performs daily inspections of a bus, van and transportation equipment; and does other related work as required.

ESSENTIAL DUTIES

1. Drives a school bus or transportation vehicle over assigned routes in accordance with an established time schedule.
2. Maintains bus or transportation vehicle in a clean and orderly condition, and inspects and reports any mechanical defects or malfunctions.
3. Adheres to policies and procedures in maintaining appropriate student behavior.
4. Assists in evaluating transportation routes, and reports unsafe road conditions.
5. Transports children to and from school.
6. Stops traffic and escorts children across streets.
7. Plans, organizes and implements students safety and pupil transportation vehicle evacuation drills.
8. Completes the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time.
9. May transport children with special learning needs and physical handicaps.
10. Administers first aid as required, and contacts appropriate administrators in case of serious injury or illness.

QUALIFICATIONS

Knowledge of:

1. Safe driving practices and techniques.
2. Basic first aid procedures and methods.
3. Safety and maintenance requirements of bus and other pupil transportation equipment.
4. Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children.

Ability to:

1. Drive a school bus and/or van safely and efficiently.
2. Perform appropriately in situations requiring tact and diplomacy.
3. Understand and carry out oral and written directions.
4. Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

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2. This type of work involves operating a student transportation vehicles, sitting during much of the assignment, but will involve walking or standing for brief periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of experience in the transportation of school children, or the completion of a school bus driver training program.

Education:

Equivalent to the completion of the twelfth grade.

LICENSE AND CERTIFICATE REQUIREMENTS

1. Possession of a valid Class B California Drivers License.
2. Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, and a valid First Aid card.

CONDITION OF EMPLOYMENT

1. Insurability by the District's liability insurance carrier.